



news and information
for employees of the
City of Saint Paul

City Update

www.ci.stpaul.mn.us/cityupdate

November 17, 2000

In this issue

Start your Holiday shopping early

Flu shot dates REVISED!
to comply with CDC

Anne Nelson — She's a Health What?

Mayor

Norm Coleman

Councilmembers

*Dan Bostrom,
President*

Jay Benanar

Jerry Blakey

Christopher Coleman

Patrick Harris

Kathy Lantry

Jim Reiter

City Update

170 City Hall
Saint Paul, MN 55102
editor 651-266-8700
fax 651-266-8689
city.update@ci.stpaul.mn.us
www.ci.stpaul.mn.us/cityupdate

City Update is published bi-weekly
by the Citizen Service Office.
Submission deadline is noon,
Tuesday, one week before payday.

Start your Holiday shopping early

There's barely any snow, and already we're talking about the Holidays. Well, you know you're going to have to shop anyway, and what we're really talking about here is good deals.

The Employee Services Committee is hosting a Holiday mini vendor show. The Vendor Show will be held Tuesday, December 5th, 2000, in rooms 40 A and B, 41, and 42 of the City Hall and Courthouse from 11:00 a.m. to 3:00 p.m.

The vendors at the show:

- ✓ Art Direct
- ✓ Books are Fun
- ✓ Colleen's Draperies
- ✓ Chanhassen Dinner Theater
- ✓ Golf Access
- ✓ Jiffy Lube
- ✓ Minnesota Orchestra
- ✓ Mainstream Fashions
- ✓ Ordway Performing Arts Center
- ✓ The Honey Baked Ham Store
- ✓ Science Museum of Minnesota
- ✓ Associated Hearing
- ✓ PLS Fleet Sales
- ✓ Lilac Basket

Flu Shot Dates REVISED!

In order to comply with the recommendations of the Centers for Disease Control (CDC), the flu shots previously scheduled for employees in November have been canceled. The CDC recommends that flu shots be given only to high risk individuals through the month of November, and vaccine distribution for work site immunization programs has been delayed until mid-December. The revised flu shot schedule is below.

Note: Be sure to wear a short-sleeved shirt or a loose top with sleeves that can be rolled up to your shoulders. You will need to stay in the building for 15 minutes following the flu shot to ensure you have no reaction.

Monday, December 18th

9:00 a.m. – 3:00 p.m.
City Hall Conference Center
Room 41

Please attend alphabetically by last name at the assigned times:

9:00 a.m. – 11:00 a.m. — A-I
11:00 a.m. – 1:00 p.m. — J-R
1:00 p.m. – 3:00 p.m. — S-Z

Thursday, December 21st

12:00 noon – 5:00 p.m.
Dale Street Garage
2nd Floor Training Room
891 North Dale

Please attend by division group at your assigned time:

12:00 noon – 1:30 p.m.
Street Maintenance
1:30 p.m. – 3:00 p.m.
Sewer Maint./Municipal Equip.
3:00 p.m. – 5:00 p.m.
Traffic Operations

Friday, December 22nd

9:00 a.m. – 1:00 p.m.
Hamline Yard, 2nd Floor
289 N Hamline

If you don't want to wait until December to receive your flu shot, you may get a flu shot from your doctor or clinic. Many primary and extended network physicians offer flu shots to their patients.

If you have selected a HealthPartners clinic as your primary care provider, you can receive a

See FLU SHOTS on page 2

www.ci.stpaul.mn.us

Places to go. Things to do.

ilovesaintpaul.com

FLU SHOTS *continued from page 1*

vaccine at any of the HealthPartners Flu Shot Walk-In Clinics.

HealthPartners clinics have enough vaccine for all their patients, not just those at high risk. For a schedule of the Flu Shot Walk-In Clinics, you may contact HealthPartners at 952-883-6199 or visit www.HealthPartners.com and go to "Our Care Network" to view the schedule. If you have not selected a clinic in the HealthPartners Medical Group as your primary care provider, you cannot receive a flu shot at a HealthPartners clinic without a referral from your primary clinic.

If you receive a flu shot from one of the HealthPartners clinics and are not insured, or you have not selected a HealthPartners clinic as your primary care provider, you will be billed the total price of the shot. If you are not a HealthPartners member, or you don't want to go to your physician, you can receive a FREE flu shot at any of the City work sites listed above. If you have questions about your coverage, call Member Services at 952-883-5000.

Anne Nelson — She's a Health What?

Hi, my name is Anne Nelson, and I've recently been hired by HealthPartners to be the health promotion specialist for the City of Saint Paul. I have a Bachelor of Science degree in Public Health and over 15 years' experience in work site health promotion.

You may ask, "She's a Health What?" Believe me, that's a common question! A health promotion specialist is someone who plans, develops, and implements programs that will better the health of an entity's employees. Over the next few months I will be working with the City's Labor/Management Committee on Health Insurance to implement several programs including:

- 10,000 Steps — physical activity initiative
- 5-A-Day — promoting healthful eating

- Well Advised — for self-care

These programs are designed to improve your health and add a little fun to your work day! Work site health promotion is a "perk" for employees and their families, and I welcome your ideas, comments, questions, and suggestions! I hope to become a familiar face to all City employees.



I'm located in the Risk Management Division, 240 City Hall. I will generally be there on Monday afternoons,

and on Tuesdays and Wednesdays from 9:30 a.m. to 4:00 p.m. You can call me at 651-266-8899 or e-mail me at anne.nelson@ci.stpaul.mn.us.

Watch for details about the new health promotion programs in future issues of City Update.

I look forward to meeting you!

Happy Thanksgiving!

**City job openings as of November 17th, 2000**

Application deadline	Job title	Bi-weekly or hourly salary rate	Exam date
Open	Clerical Assistant (part-time)	\$9.00 per hr	See Job Ann
Open	Clerk-Typist II (Hmong/English Speaking)	\$23,800.00 annual	See Job Ann
Open	Clerk-Typist II (full & part-time)	\$23,800.00 annual	See Job Ann
Open	**Food Service Assistant (part-time)	\$9.01 per hr	See Job Ann
Open	Food Service Helper (part-time)	\$8.00 per hr	See Job Ann
Open	IS Information/Technical Analyst I	\$1201.32	See Job Ann
Open	IS Information/Technical Analyst II	\$1397.98	See Job Ann
Open	IS Information/Technical Analyst III	\$1550.12	See Job Ann
Open	IS Systems Support Specialist I	\$1085.87	See Job Ann
Open	IS Systems Support Specialist II	\$1148.08	See Job Ann
Open	IS Systems Support Specialist III	\$1397.98	See Job Ann
Open	Library Associate (Part-Time)	\$1144.67	See Job Ann
11/21/00	Plumber	\$26.46 per hr	11/30/00
Open	Recreation Leader (permanent/part-time)	\$8.81 per hr	See Job Ann
12/05/00	Sergeant (prom)	\$1779.12	12/18/00

** This is a walk-in-examination. Do not submit a job application before the test.

Note: Call or visit the Office of Human Resources to receive the official job announcement for these positions. Location: 400 City Hall Annex. Phone: 651-266-6500 (TTY/TDD 651-266-6501) or visit the web site: www.ci.stpaul.mn.us/jobopenings. For jobs announced after November 9th, please call our 24-hour job line, 651-266-6502.